

17 May 1957

MEMORANDUM FOR: Assistant Deputy Director (Support)

THROUGH : Executive Officer, DD/P *Cony*

SUBJECT : Extension of DD/P Document Locator System

1. You may recall our discussions at the end of last September which had as their purpose the extension of the Document Locator System in DD/P to those elements of DD/S which frequently receive DD/P documentation. The occasion for these discussions was our intention to bring internally created documents under Locator control, in addition to materials received from outside DD/P. You requested at the time that the Management Staff study this matter.

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2. In consequence, discussions took place at the beginning of October 1956 between the Chief of the DD/P O&M team of the Management Staff, [] and ourselves. According to our record, [] 25X1A9A agreed at a meeting on 10 October 1956 to "prepare a memorandum outlining his method for extending the system." He also stated that extension of this system would hinge on a study of the Locator program within DD/P as a whole which his team would undertake. He estimated that this process might take six weeks.

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3. We have waited since then for the outcome of the Management Staff's study of the Locator System as a whole, and the question of extending it to certain parts of DD/S in particular. With the exception of an initial interview in October at which basic files were turned over to the representative of the Management Staff assigned to this study, there has been no contact on this question between the Management Staff and this office, ~~with the~~ [] We conclude from this that the report on the Locator System is still far from complete.

4. We have delayed implementation of the internal control system because so much of the material concerned goes to DD/S offices. However, considering Paragraph 3 above, we feel that we should go ahead with it now, even if it means leaving DD/S offices out. The Locator System is now nearly complete; the inventory, which was a major component of the system, will soon be complete, and we now have the capacity in the Machine Room to implement the internal control system without a significant increase in costs for machinery, materials, or labor. Attached is a [] which is now in preparation.

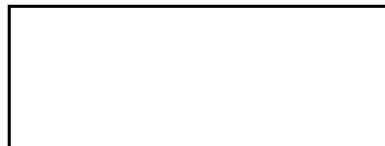
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5. We wish to repeat what we stated last September: Extension of the Locator System to those offices regularly receiving DD/P mail involves neither manpower nor machinery in DD/S, nor additional equipment at the DD/P end. A simple decision would be needed to instruct DD/S offices to comply with DD/P procedures in detaching tickets from coversheets, and to mail them, along with a prepared IBM card, to the Locator room. We would, of course, welcome DD/S participation; the system would be greatly more effective for all concerned if it could be brought about.

6. On the other hand, we do not wish to force this issue in any way. If it is felt that such a decision cannot now be made, then it is our request that instructions be given to all DD/S offices concerned to keep DD/P Locator coversheets and their tickets intact on documents which may be returned to DD/P. In the past, for lack of better information, some offices have taken off tickets and thus defeated our control purpose.

7. Please advise.



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Assistant
Executive Officer, DD/P

Attachment
As stated

cc: Chief, Management Staff
Chief, Records Integration Division